IGNITE INSPIRE

Exhibitor Service Kit

October 14-18, 2015
Pasadena Convention Center
Pasadena, CA

T3 expo®
Save money. Grow your event.

HENAAC 2015
October 14-18, 2015
Pasadena Convention Center
Pasadena, CA

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Welcome

Dear HENAAC 2015 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for HENAAC 2015. This document contains information and order forms for many of the services we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your order as soon as possible in order to take advantage of the advance order discounts.

T3 Expo has a customer service department ready to assist with your exhibiting needs. Please contact help@t3expo.com, 1-888-698-3397 x 309.

Thank you for your business,
From all of us at T3 Expo

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October 14-18, 2015
Pasadena Convention Center
Pasadena, CA

Show Information

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

LOCATION:

Pasadena Convention Center
300 East Green Street
Pasadena, CA 91101

EXHIBIT HALL:

Drape: Blue, Green and White
Aisle Carpet: Grey

BOOTH PACKAGE:

Each 10' x 10' exhibitor booth includes:

8' High backwall drape
3' High side rail
(1) 6' White Skirted Table
(2) Side Chairs
(1) Wastebasket
(1) Booth ID sign (44" w x 7"h)

**Electrical is NOT included. Please order from Edlen.*

SHOW SCHEDULE*

Exhibitor Move In:

Thursday, October 15	3:00 pm - 8:00 pm
Friday, October 16	8:00 am - 5:00 pm
Saturday, October 17	7:00 am - 8:45 am

Exhibit Hours:

Saturday, October 17	9:00 am - 4:00 pm

Dismantle and Move Out:

Saturday, October 17	4:00 pm - 9:00 pm
Sunday, October 18	8:00 am - 1:00 pm

Carrier Check-In:

Sunday, October 18	By 1:00 pm

** Please note that hours are subject to change*

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Exhibitor Checklist- Pre-Show

☐ **1. Review this entire service kit**
Please note that payment is required with all orders.

☐ **2. Read the event terms and conditions (see pages 29-30)**

☐ **3. Arrange in-bound freight/material handling**
If you, or any other vendor, are shipping materials to your booth, be sure to:

1. Choose **Advance or Direct Shipping:**

Advance Shipping:

If you ship to the Advance Warehouse your freight will be guaranteed to be in your booth for the first day of set up.*
- Make sure you look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons and pallets are okay.

Direct Shipping:
If you ship Direct to Show Site, pay attention to the dates that shipments can be received. Shipments arriving before these dates may be refused.
- Please note: any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.

2. Check the show timing to gauge which shipping option meets your scheduling parameters.
- Please make note of handling surcharges (overtime, off target, late/early to warehouse etc.)

3. Fill out the **Material Handling Form** in the service kit to estimate your costs and submit with payment.
4. Label your freight correctly with your company name, booth number, show name and address listed in the service kit.
- Shipping label forms are provided in the service kit.

5. Bring all copies of shipping documents with tracking numbers with you to show site.

** Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge. Please refer to the Material Handling document.*

☐ **4. Order rental booth structure and/or option**
Please choose the appropriate option and/or configuration of your booth structure.

☐ **5. Order graphics/signage**
Your Booth Structure may have the option of adding a logo and/or custom signage. The details are noted on the **Graphics Submission Form** page of the service kit. Please be sure your graphics order matches your booth structure/option.

☐ **6. Order audio visual rentals and booth furnishings/accessories**
Audio visual equipment and booth accessories may be available for event rental, for example: Monitors, laptops, keyboards, mice, stools, literature stands, wastebaskets or brochure holders.
- The items available for your event are noted on the **Audio Visual** and **Accessories** pages of the service kit.

☐ **7. Order ancillary services**
The following services are usually provided by various local vendors and may or may not be included in your booth package: Electrical, internet, cleaning, lead retrieval, specialty furnishings, floral or catering.
- If you require these services, the order forms are located in the back of the service kit.
- Please make note of ordering discount deadlines.

☐ **8. Submit your order with payment (REQUIRED)**
This will ensure all Booth Options, Graphics, Furnishings and Accessories are reserved for your event.
- Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, check, money order or wire transfer.

☐ **9. Submit graphics files/artwork**
If your event offers a graphics/signage option for your booth space, you will receive instructions via email on how to submit artwork after submitting payment.

☐ **10. Order booth set-up/dismantle labor**
If you need help setting up your booth, please fill out the **Display Labor Form** in the service kit and pre-order your booth labor.
- Be sure to read the **Labor Guidelines** page in the kit to determine if you will need help; **every city has different union guidelines.**

☐ **11. Arrange out-bound freight**
Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling Form.
- No Material Handling Form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options.
- If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the **Shipping Addresses** page.
- If your carrier does not check-in by the time listed, your freight will be re-routed to ship with the show carrier at your expense.

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Exhibitor Checklist - On-Site

☐ **1. Verify all freight upon arrival**
- Before unpacking any boxes or freight, verify all freight has arrived in your booth by checking it against your shipping documents.

☐ **2. Booth structure set up**
- If using booth labor, you must check-in at the T3 Service Desk to retrieve the labor when you are ready.
- Labor is only guaranteed when ordered for 8:00 am start.
- Once your Booth structure is set up, please tag your empty boxes with empty stickers. Empty stickers can be picked up at the T3 Service Desk.

☐ **3. Arrange out-bound freight**

Before the end of your event, be sure to visit the T3 Service Desk to pick up a **Material Handling Form**.
- No Material Handling Form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options.
- If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the **Shipping Addresses** page.
- If your carrier does not check-in by the time listed, your freight will be re-routed to ship with the show carrier at your expense.

☐ **4. Booth structure packed to ship out**

Once your Booth Structure is packed and labeled to ship out, please turn in a Material Handling Form to the T3 Service Desk.
- Do not leave your Material Handling Form in your booth.
- If your Material Handling Form is not turned in, it may delay your shipment or cause it to be re-routed.

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Material Handling

Rate Classifications

- Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons and pallets are ok.
- Small Package - A shipment of any number of pieces with a combined weight of between 1 and 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Late to Warehouse Fee: Shipments arriving after October 7, 2015 will be charged an additional 30%.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound. Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime/Double Time

- Overtime is before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- Double Time is all hours on Sunday and observed union holidays.
- Based upon the freight handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into showsite on overtime.
  - Shipments are loaded-out on overtime.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Wednesday, September 16, 2015. Shipments arriving prior to September 16, 2015 may be refused.

Crated
Shipment Weight . . . . . x $1.06/lb. = $ _____

Small Package Shipment
Total Shipment Weight 50 lbs or Less . . . x $50.00 ea. = $ _____

Direct Shipments to Show Site

Shipments that arrive prior to Thursday, October 15, 2015 @ 8:00 am may be refused by the facility as T3 Expo will not have staff present prior to this date and time.

Crated or Uncrated
Shipment Weight . . . . . x $1.09/lb. = $ _____

Small Package Shipment
Total Shipment Weight 50 lbs or Less . . . x $50.00 ea. = $ _____

ESTIMATED TOTAL MATERIAL HANDLING . . . . . $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (exhibiting company name and booth #)

For: HENACC 2015

c/o: YRC
T3 Expo
11300 Peoria Street
Sun Valley, CA 91352

Information

Advance shipments are accepted from Wednesday, September 16 - Wednesday, October 7, 2015 between the hours of 7:00 am - 5:00 pm.

Any shipment after Wednesday, October 7, 2015 will be charged an additional 30% per pound.

Advance shipments will not be accepted after Wednesday, October 14, 2015. Shipments after this date must be shipped directly to show site.

Direct Shipments to Show Site

Address

To: (exhibiting company name and booth #)

For: HENACC 2015

c/o: T3 Expo
Pasadena Convention Center
300 East Green Street
Pasadena, CA 91101

Information

Direct shipments are accepted on Thursday, October 15, 2015 starting from the hours of 8:00 am - 8:00 pm.

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Advance Shipment

To: _____

Exhibitor Name

YRC
c/o: T3 Expo
11300 Peoria Street
Sun Valley, CA 91352

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

Advance Shipment

To: _____

Exhibitor Name

YRC
c/o: T3 Expo
11300 Peoria Street
Sun Valley, CA 91352

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Direct Shipment

To: _____

Exhibitor Name

c/o: T3 Expo
Pasadena Convention Center
300 East Green Street
Pasadena, CA 91101

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

Direct Shipment

To: _____

Exhibitor Name

c/o: T3 Expo
Pasadena Convention Center
300 East Green Street
Pasadena, CA 91101

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

Hanging Sign Advance Shipment

HENAAC 2015

To: _____

Exhibitor Name

YRC
c/o: T3 Expo
11300 Peoria Street
Sun Valley, CA 91352

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Hanging Sign Advance Shipment

HENAAC 2015

To: _____

Exhibitor Name

YRC
c/o: T3 Expo
11300 Peoria Street
Sun Valley, CA 91352

Event: **HENAAC 2015**

Booth #: _____

Piece #: _____ of: _____pieces

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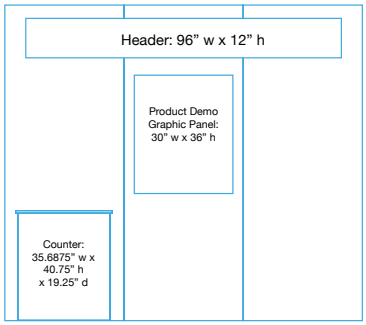
Exhibit Order Deadline: September 15, 2015
Artwork Deadline: September 15, 2015
*Additional 25% late fee will be applied for graphic files received after September 15th.

Turnkey Packages

Purchase a Turnkey Package for the ultimate exhibiting experience. T3 will customize the following displays and will set everything up for your arrival.

10' x 10' Turnkey Booth Package



Artwork Files Required:

- (1) 96" w x 12" h Logo Header
- (1) 30" w x 36" h Product Demo Graphic Panel

❑ 10' x 10' Package: $2,750.00

- 9' w x 8' h White Backwall
- 10' x 10' Standard Carpet
- (1) 96" w x 12" h Logo Header
- (1) 30" w x 36" h Product Demo Graphic Panel
- (1) 35.6875" w x 40.75" h x 19.25" d White Lockable Demo Counter
- (3) Clip Lights
- (1) Bar Table
- (3) Stools
- Labor to Install and Dismantle
- 1st Day Cleaning

PLEASE NOTE:
Pricing does not include AV equipment, electrical or internet connection. Exhibitor must provide artwork. Please review Artwork Guidlines on page 25.

Please select Carpet Color: (check one)

❑ Red ❑ Burgundy ❑ Blue
❑ Navy Blue ❑ Green ❑ Grey
❑ Charcoal ❑ Black

Please contact us at help@t3expo.com to get a quote for customized backwall and customized booth.

TAX 9% . . . . . $_____
TOTAL ESTIMATED TURNKEY PACKAGE . . . $_____

Design Contact

Upon receipt of your display order, one of our representatives will contact your company to coordinate the design and approval process. Please list the desired contact info below:

Name_____

Company_____ **Booth #**_____

Email_____ **Phone**_____

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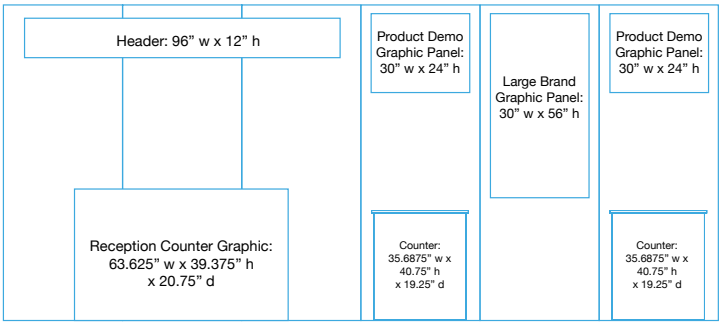
Exhibit Order Deadline: September 15, 2015
Artwork Deadline: September 15, 2015
*Additional 25% late fee will be applied for graphic files received after September 15th.

Turnkey Packages

Purchase a Turnkey Package for the ultimate exhibiting experience. T3 will customize the following displays and will set everything up for your arrival.

10' x 20' Turnkey Booth Package


Header: 96" w x 12" h
Reception Counter Graphic: 63.625" w x 39.375" h x 20.75" d
Product Demo Graphic Panel: 30" w x 24" h
Counter: 35.6875" w x 40.75" h x 19.25" d
Large Brand Graphic Panel: 30" w x 56" h
Product Demo Graphic Panel: 30" w x 24" h
Counter: 35.6875" w x 40.75" h x 19.25" d

Artwork Files Required:

- (1) 96" w x 12" h Logo Header
- (2) 30" w x 24" h Product Demo Graphic Panel
- (1) 30" w x 56" h Product Demo Graphic Panel
- (1) 63.625" w x 39.375" h x 20.75" d Reception Counter Graphic

❑ 10' x 20' Package: $5,600.00

- 18' w x 8' h White Backwall
- 10' x 20' Standard Carpet
- (1) 96" w x 12" h Logo Header
- (2) 30" w x 24" h Product Demo Graphic Panels
- (1) 30" w x 56" h Product Demo Graphic Panel
- (2) 35.6875" w x 40.75" h x 19.25" d White Lockable Demo Counters
- (1) 63.625" w x 39.375" h x 20.75" d Reception Counter Graphic
- (6) Clip Lights
- (1) Bar Table
- (3) Stools
- Labor to Install and Dismantle
- 1st Day Cleaning

PLEASE NOTE:
Pricing does not include AV equipment, electrical or internet connection. Exhibitor must provide artwork. Please review Artwork Guidlines on page 25.

Please select Carpet Color: (check one)

❑ Red ❑ Burgundy ❑ Blue
❑ Navy Blue ❑ Green ❑ Grey
❑ Charcoal ❑ Black

Please contact us at help@t3expo.com to get a quote for customized backwall and customized booth.

TAX 9% . . . . . $_____

TOTAL ESTIMATED TURNKEY PACKAGE . . . $_____

Design Contact

Upon receipt of your display order, one of our representatives will contact your company to coordinate the design and approval process. Please list the desired contact info below:

Name_____

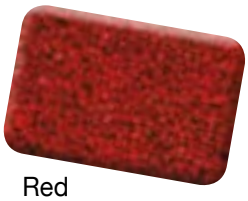
Company_____ **Booth #**_____

Email_____ **Phone**_____

Floor Covering

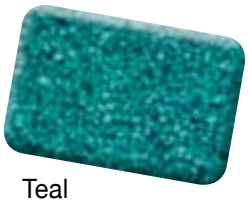
Upgraded Carpet

30oz. premium 100% nylon carpet

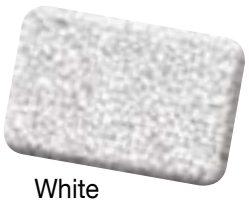

Red

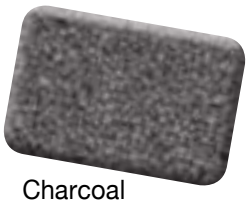
Grey

Navy Blue


Teal

Green


White


Charcoal

Black

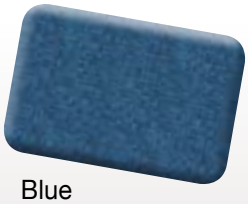
Burgundy

Standard Carpet

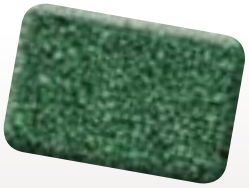
16oz. nylon carpet

Red

Burgundy


Blue

Navy Blue


Green

Grey

Charcoal

Black

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Floor Covering

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

Upgraded Carpet

30 oz. premium 100% nylon carpet

Enter size and select carpet color

	Booth Dimensions		Total Area		Discount Price		Standard Price	Extended Price
Size.	_____	x _____	= _____	sq.ft x	$5.75	or	$6.75	= $ _____

Please select Carpet Color

(check one) ❑ Red ❑ Grey ❑ Navy Blue ❑ Teal ❑ Green
❑ White ❑ Charcoal ❑ Black ❑ Burgundy

Standard Carpet

16 oz. nylon carpet

Select size and carpet color

Carpet Size	Discount		Standard	Extended
❑ 10' x 10'	$144.00	or	$276.00	$_____
❑ 10' x 20'	$261.00	or	$335.00	$_____
❑ 10' x 30'	$393.00	or	$502.00	$_____
❑ 10' x 40'	$517.00	or	$670.00	$_____

Custom Size
Custom size is required for larger, island, or peninsula booths.

Booth Dimensions	Total Area	Discount	Standard	Extended
_____ x _____	= _____ sq. ft.	x $4.15	or $4.75	= $_____

Please select Carpet Color

(check one) ❑ Red ❑ Burgundy ❑ Blue ❑ Navy Blue
❑ Green ❑ Grey ❑ Charcoal ❑ Black

Additional Items

	Booth Dimensions		Total Area		Discount		Standard	Extended
½" Foam Padding	_____ x _____	= _____	sq.ft	x	$0.95	or	$2.50	= $_____
1" Foam Padding	_____ x _____	= _____	sq.ft	x	$2.75	or	$5.00	= $_____
Visqueen	_____ x _____	= _____	sq.ft	x	$1.25	or	$1.75	= $_____

Subtotal: $_____

TAX 9% . . . . . $_____

ESTIMATED TOTAL FLOOR COVERING . . . $_____

Standard Chairs

A. Side chair, black
B. Bar stool, black

Accessories

- **A.** Chrome bag stand
- **B.** Chrome sign stand (22” w x 28” h)
- **C.** Display board (8’ w x 4’ h)
- **D.** 6’ Full view glass showcase
- **E.** Literature stand
- **F.** Raffle Drum
- **G.** Stanchion (includes 7’ retractable cord)
- **H.** Tripod easel
- **I.** Brochure holder (velcro adhesive)
- **J.** Wastebasket

A.

B.

C.

D.

E.

F.

G.

H.

I.

j.

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Furniture and Accessories

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
Side chair, black	_____	x	$118.00	or	$152.00	=	$_____
Bar stool, black	_____	x	$142.00	or	$184.00	=	$_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
Chrome bag stand	_____	x	$189.00	or	$246.00	=	$_____
Chrome sign stand (22” w x 28” h)	_____	x	$138.00	or	$180.00	=	$_____
Display board (8’ w x 4’ h)	_____	x	$210.00	or	$272.00	=	$_____
6’ w Full view glass showcase	_____	x	$390.00	or	$507.00	=	$_____
Literature stand	_____	x	$150.00	or	$195.00	=	$_____
Raffle Drum	_____	x	$ 85.00	or	$110.00	=	$_____
Stanchion (includes 7’ retractable cord)	_____	x	$ 62.00	or	$ 82.00	=	$_____
Tripod easel	_____	x	$ 78.00	or	$ 90.00	=	$_____
Brochure holder (Velcro™ adhesive)	_____	x	$ 30.00	or	$ 55.00	=	$_____
Wastebasket	_____	x	$ 15.00	or	$ 19.00	=	$_____

TAX 9% . . . . . $_____

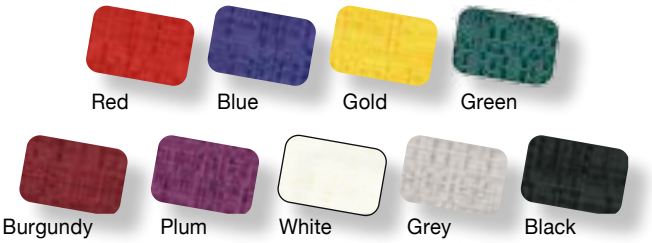
ESTIMATED TOTAL FURNITURE & ACCESSORIES. . . $_____

Display Tables

Skirted Tables

- 4’ w x 2’ d x 30” h
- 6’ w x 2’ d x 30” h
- 8’ w x 2’ d x 30” h
- 4’ w x 2’ d x 40” h
- 6’ w x 2’ d x 40” h
- 8’ w x 2’ d x 40” h

Skirted tables include white vinyl top and pleated skirt on three sides. Fourth side skirting is available at an additional cost.



Unskirted Tables

- 4’ w x 2’ d x 30” h
- 6’ w x 2’ d x 30” h
- 8’ w x 2’ d x 30” h
- 4’ w x 2’ d x 40” h
- 6’ w x 2’ d x 40” h
- 8’ w x 2’ d x 40” h

Round Tables

- 30” dia. x 30” h, black
- 30” dia. x 40” h, black

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Display Tables

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

30" High Skirted (on 3 sides)

	Quantity		Discount Price		Standard Price		Extended Price
4' w x 2' h.	_____	x	$ 96.00	or	$125.00	=	$_____
6' w x 2' h.	_____	x	$128.00	or	$167.00	=	$_____
8' w x 2' h.	_____	x	$140.00	or	$182.00	=	$_____
4th Side Skirting.	_____	x	$ 48.00	or	$ 61.00	=	$_____

40" High Skirted (on 3 sides)

4' w x 2' h.	_____	x	$128.00	or	$155.00	=	$_____
6' w x 2' h.	_____	x	$140.00	or	$182.00	=	$_____
8' w x 2' h.	_____	x	$196.00	or	$253.00	=	$_____
4th Side Skirting	_____	x	$ 57.50	or	$ 77.00	=	$_____

Skirting Color (check one)

❑ Red ❑ Blue ❑ Gold ❑ Green ❑ Orange ❑ Purple
❑ Burgundy ❑ Plum ❑ White ❑ Grey ❑ Black

30" High Unskirted

	Quantity		Discount Price		Standard Price		Extended Price
4' w x 2' h.	_____	x	$ 60.00	or	$ 78.00	=	$_____
6' w x 2' h.	_____	x	$ 68.00	or	$ 90.00	=	$_____
8' w x 2' h.	_____	x	$ 92.00	or	$120.00	=	$_____

40" High Unskirted

4' w x 2' h.	_____	x	$ 72.00	or	$ 90.00	=	$_____
6' w x 2' h.	_____	x	$ 80.00	or	$104.00	=	$_____
8' w x 2' h.	_____	x	$104.00	or	$136.00	=	$_____

Round Tables

30" dia. x 30" h, black.	_____	x	$ 92.00	or	$120.00	=	$_____
30" dia. x 40" h, black.	_____	x	$104.00	or	$136.00	=	$_____

TAX 9% . . . . . $_____

ESTIMATED TOTAL DISPLAY TABLES. . . . . $_____

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Labor

Important Information

- Straight Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show site labor orders: Add 30% to hourly rates.
- T3 Expo bills in ½ hour increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift & operator.
- Determination of crew size is at the discretion of the official service contractor.
- Starting time is to be confirmed with T3 Expo. Once confirmed, labor is guaranteed for that time.
- Exhibitor must check in at the T3 Expo service desk when ready for labor, and check out at the T3 Expo service desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.
- Orders for hanging signs must be submitted no later than **Wednesday, September 23, 2015.**
- Hanging signs should be sent in a separate container to the advance shipping warehouse no later than **Wednesday, September 23, 2015** using the enclosed "Hanging Sign" labels.
- All hanging signs are subject to approval and must conform to show management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.

Display Labor

	Straight Time	Overtime	Double Time
Labor	$112.00	$168.00	$224.00
Forklift and operator	$187.00	$243.00	$299.00

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x	_____ x	_____ =	$_____
	_____	_____ x	_____ x	_____ =	$_____
Dismantle	_____	_____ x	_____ x	_____ =	$_____
	_____	_____ x	_____ x	_____ =	$_____

Labor Supervision

Supervision of all labor is required (check one)

❑ Exhibitor Supervision

Representative Name/Company

Representative Cell Phone
( )

❑ T3 Expo Supervision

Our fee for this service is 25% of the exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Sign Hanging Lift/Crew

	Straight Time	Overtime	Double Time
	$461.00	$629.00	$797.00

	Requested Date & Time	# of Lift(s)/ Crew(s)	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x	_____ x	_____ =	$_____
	_____	_____ x	_____ x	_____ =	$_____
Dismantle	_____	_____ x	_____ x	_____ =	$_____
	_____	_____ x	_____ x	_____ =	$_____

Note: Final billing will include time and materials.
**A crew consists of (1) lift and (2) riggers*

Please select one Labor Supervision:

❑ *Exhibitor Supervision*

❑ *T3 Expo Supervision*

ESTIMATED TOTAL LABOR . . . . . $_____

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Hanging Sign Description and Position

Description of Sign

Material

❑ Cloth/Vinyl ❑ Wood ❑ System ❑ Metal ❑ Other_____
❑ Single Side ❑ Double Sided ❑ Pockets ❑ Gromets ❑ # of Hang Points_____

Shape

❑ Square ❑ Circle ❑ Triangle ❑ Pinwheel ❑ Other_____

Dimensions

Height _____ Width _____ Length_____ Approx Weight _____ Lbs.

Assembly Required?

❑ Yes ❑ No

Electricity Required?

❑ Yes ❑ No

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

❑ Yes ❑ No

Position of Sign

Distance from the floor to the top of the sign: _____ or ❑ to maximum height allowed

Location

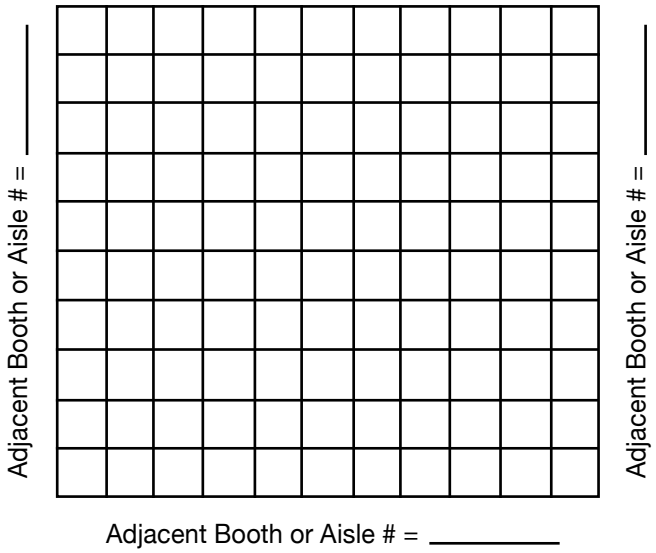
❑ Center of Booth ❑ See Diagram Below

Use this grid to indicate the positioin of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Each square = _____

Adjacent Booth or Aisle # = _____



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Ancillary Services

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

- Exhibitor must sign up for accessible storage at the Service Desk.
- Accessible storage is for storing items such as giveaways that need to be replenished.

- NOTE: If you are already paying for advance or direct material handling to T3 Expo, there is no additional charge for empty storage. If you are hand carrying your exhibit and require storage, empty storage fees will apply.
- Empty Storage fees cover the duration of the event.

Accessible Storage

Based upon square footage required for storage.

Up to 25 sq. ft. . . . . $ 90.00 per day
26 to 50 sq. ft. . . . . $140.00 per day
51 to 100 sq. ft.. . . . . $200.00 per day
101 to 150 sq. ft. . . . . $240.00 per day
151 to 200 sq. ft. . . . . $350.00 per day

* Hourly labor will also be charged to bring items to storage and retrieve items.

Subtotal = $_____

Empty Storage

Cardboard Box. . . . . $ 40.00 ea
Fiber Case . . . . . $ 50.00 ea

Subtotal = $_____

	Area		Price		# Days	Extended Price
Cleaning						
Vacuuming		x	$0.55 per sq. ft.	x		= $
Porter Service		x	$1.10 per sq. ft.	x		= $

TAX 9% . . . . . $_____

ESTIMATED TOTAL ANCILLARY SERVICES . . . . . $_____

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Signage

Discount Price Deadline:
Order and payment due by **Wednesday, September 23, 2015**

All signage needs to be ordered by Wednesday, September 23, 2015 to ensure timely production.

- Double sq. ft. for double sided graphics.
- Round sq. ft. to next whole increment.
- File conversion, retouching or color correction may incur additional charges.

Signage

Standard Size Signs

	Quantity		Discount Price		Standard Price		Extended Price
8.5” w x 10” h.	_____	x	$ 51.00	or	$ 62.50	=	$_____
44” w x 7” h.	_____	x	$ 43.75	or	$ 53.50	=	$_____
14” w x 22” h.	_____	x	$ 44.50	or	$ 54.25	=	$_____
22” w x 28” h.	_____	x	$ 88.00	or	$110.00	=	$_____
28” w x 44”h.	_____	x	$133.00	or	$163.00	=	$_____

Custom Size Banner (in feet)

width	x	height	=	area	x	$14.40	or	$19.45	= $_____
								Double Sided	x2
								Subtotal	= $_____

TAX 9% . . . . . $_____

ESTIMATED TOTAL SIGNAGE . . . . . $_____

T3 expo® ARTWORK SUBMISSION GUIDELINES

CUSTOM ARTWORK

To obtain optimal output from your files, provide all artwork files as either:

1. **AI (Adobe Illustrator) Native files**
2. **IDD (Adobe InDesign) Native files**

When preparing artwork, please follow the guidelines below:

1. Create files at 100% scale when possible.
2. Only work at a smaller size if the artboard will not support the finish graphic size. Use 50% scale or 25% scale as alternate options. Use 10% scale as final option.
3. **Leave 2" bleeds on all sides.**
4. Set document color mode to **CMYK.**
5. Convert **ALL fonts to outlines.**
6. Any critical color must be created as a **Spot Color** (Pantone/PMS).
7. **Merge all artwork layers into one layer before saving.**
8. Regarding images used in layout:
   - All placed/linked images must be high resolution, 300 dpi.
   - Layouts in Illustrator: Package the document (CS6 and later) or zip placed images with the final AI file when submitting.
   - Layouts in InDesign: Package the document (this will include all images and fonts used in the file).
9. Create a low resolution **PDF PROOF** to send along with artwork print file(s) to indicate how the file should look. This file will be used for reference only, not production.
10. **Do not send PDF files for final print output.**

DO NOT SEND:
PDF, Microsoft Publisher Files, Quark Files, GIF or BMP files for final output.

LOGO FILES

To obtain optimal output from your files, provide logos as:

1. **AI vector file**
2. **EPS vector file**
3. **PDF vector file**

When preparing logo files:

1. Convert **ALL fonts to outlines.**
2. Set document color mode to **CMYK.**
3. Create any critical colors as **Spot Colors** (Pantone/PMS).

If AI, EPS or PDF vector files are not available, the following raster image files may be submitted:

1. **TIF**
2. **JPG**

If submitting the above:

Files need to be high resolution 300 dpi

DO NOT SEND:
Low resolution files, or GIF, BMP or Microsoft Publisher Files.

SENDING ARTWORK

Upload You will receive an email containing a private, direct link to an upload folder. Once you have received the link:

1. Double-click on the link in the email.

2. Drag file(s) into the folder.

US Mail T3 Expo / Exhibitor Graphics
8 Lakeville Business Park
Lakeville, MA 02347

Include color hard copy print of file along with CD/DVD/Flash Drive

Include event name, company name, booth number and contact information on all submissions.

QUESTIONS?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
exhibitorgraphics@t3expo.com

Include event name, company name, booth number and contact information in all inquiries.

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Payment Information

Totals

Services Ordered

Material Handling. . . . . = $_____
Floor Covering . . . . . = $_____
Turnkey Booth Package Rentals. . . . . = $_____
Furniture & Accessories. . . . . = $_____
Display Tables . . . . . = $_____
Labor. . . . . = $_____
Forklift Labor . . . . . = $_____
Ancillary Services . . . . . = $_____
Signage . . . . . = $_____
Total: $_____

Partner Profile

Company Name:			Booth #:
Street Address:			
City:	State:	Zip:	Country:
Contact Name:		Email Address:	
Telephone: ( )		Fax: ( )	

Method of Payment

❑ Company Check
Please make check payable to T3 Expo
(Checks must be in U.S. Funds)

❑ Money Order

❑ Wire Transfer

Mail to: T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

❑ Credit Card

Credit Cards T3 Expo Accepts:

- Visa
- Master Card
- American Express

- We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

Exhibiting Company:	Booth #	
Cardholder Name:	CCID#	Expiration Date:
Account Number:	Card Type:	
Signature:		
Cardholder Billing Address:		
City/State/Zip:		

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Notification Of Intent To Use EAC

This form must be received 30 days prior to the first day of exhibitor move in.

Important Information

- Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.
- It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or fax to the address listed below.

Please return to: Great Minds in Stem

Contact: Monica Villafana
Phone: 213-359-2644
Email: mvillafana@greatmindsinstem.org

* Please also send this form with your order to T3 Expo.

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
Exhibitor Name:	
Signature:	Date:

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Phone:	Fax:
Type of Service to be Performed:	

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Third Party Authorization

In order to authorize T3 Expo to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it by Wednesday, September 23, 2015.

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Phone:	Fax:
Contact's E-Mail	

THIRD PARTY COMPANY INFORMATION

Third Party Company Name:	Contact Name:
Third Party Billing Address:	
City/State/Zip:	
Phone:	Fax:
Contact's E-Mail:	

THIRD PARTY CREDIT CARD AUTHORIZATION

Cardholder Name:	CCID#:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:		
City/State/Zip:		

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Terms and Conditions

The terms and conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO T3'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH T3 IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

1. DEFINITIONS.
For purposes of this contract, "T3" means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

2. PACKAGING AND CRATES.
T3 shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS.
Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without T3 labels
- Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS.
Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. T3 recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS.
Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. T3 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to T3 and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING.
T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS.
In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITORS shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these terms and conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. T3'S RESPONSIBILITIES.
T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3's direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3's reasonable control nor for ordinary wear & tear in the handling of materials.

Terms and Conditions (cont.)

9. INSURANCE.
It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS.
EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from T3's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3 if found liable for any loss. T3's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to T3 for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. T3's liability shall be limited to any loss or damage which results solely from T3's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

11. JURISDICTION.
THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

12. INDEMNIFICATION.
EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

• EXHIBITOR'S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).

• EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3's equipment.

• EXHIBITOR'S violation of Federal State, County or Local ordinances.

• EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13.WAIVER AND RELEASE. EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

14. MISCELLANEOUS.
EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3) Use or storage of inflammable liquids and dangerous chemicals.
4) Display any internal combustion engine (special requirements available upon request).
5) Use of compressed gases. (Permit available for 32CF bottles 1⁄2 full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Pasadena Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows Public & Private

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

Decorators Union - Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in a hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installed in Southern California on a one-to-one basis.

Teamsters Union - This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may more the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Safety - Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture.

Tipping - T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

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TRADE SHOW FURNISHINGS 2015

Product Catalog

CORT®

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PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

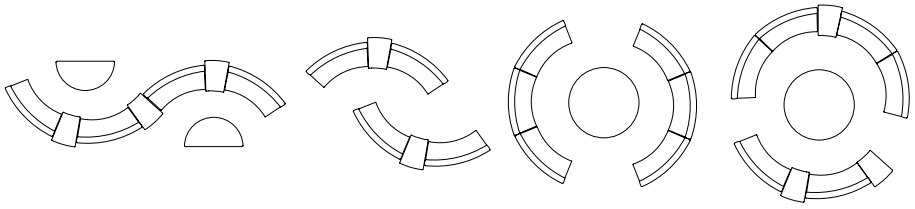
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow

SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'-CB2

MERLIN

WD3

8'-CB3

6'-CD2

8'-CD3

6'-CC6
8'-CC7
10'-CC8

6'-CT06GR
8'-CS08GR
10'-CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

CS08GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

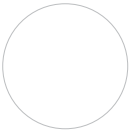
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

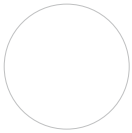
WTB

WTC

TABLE TOP OPTIONS

MAPLE

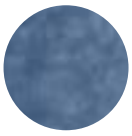
GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY

SILVER TEXTURED

BRUSHED RED


BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"- PDL36W
42"- PDL42W

BC6

BC7

36"- PDL36B
42"- PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

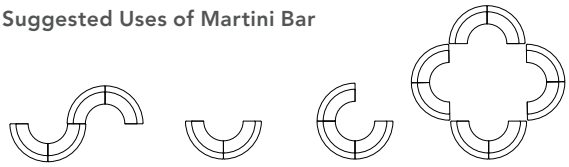
CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

Noticeably Superior Solutions

24 hours a day, 7 days a week, 365 days a year

Nationwide Service

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.

CORT®

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DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		**Show Date:**	
Venue:			

S. CALIFORNIA DISTRICT
SERVICE AREA: CA (SW), HI
Please fax or mail both pages to:
CORT Trade Show Furnishings
1170 N. Anaheim Blvd.
Anaheim, CA 92801
Phone: 714-517-7400
Fax: 714-517-7474

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
		Order Total:	
		Late Order Fee: (Add 30%)	
		State Tax: (excluding NV, CA & OR)	
		TOTAL DUE:	
Credit Card:			
Exp Date:		**BILLING ZIP CODE:**	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	$ 409	
SFA003		Roma Sofa	White Vinyl	$ 599	
CHR001		Mirabel Chair	Brown Leather	$ 386	
SFA001		Mirabel Sofa	Brown Leather	$ 592	
CHR002		Allegro Chair	Blue Fabric	$ 369	
SFA002		Allegro Sofa	Blue Fabric	$ 525	
OCB		Key West Chair	Black	$ 299	
LSM		Key West Loveseat	Black	$ 369	
SOM		Key West Sofa	Black	$ 423	
OTS		South Beach Ottoman	Platinum Suede	$ 239	
SO1		South Beach Sofa	Platinum Suede	$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	$ 324	
TANSOF		Tangiers Sofa	Beige Textured	$ 499	
NPLCHR		Naples Chair	Black Vinyl	$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	$ 529	
NPLSOF		Naples Sofa	Black Vinyl	$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	$ 419	
HCH08		Heathrow Chair	Black Vinyl	$ 389	
HEA08		Heathrow Sofa	Black Vinyl	$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 319	
BCW		Madrid Chair	White Leather	$ 562	
OCH		Madrid Chair	Black Leather	$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	$ 269	
OCA		T-Vac Chair	Translucent, Chrome	$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 232	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	$ 129	
SCC		Fusion Chair	Clear, White	$ 105	
SCD		Fusion Chair	Green, White	$ 105	
SCE		Fusion Chair	Red, White	$ 105	
SCF		Fusion Chair	Black, White	$ 105	
CO4		Iso Mesh Chair	Black	$ 221	
SC4		Jetson Chair	Black	$ 145	
XC3		Luxor Guest Chair	Black Leather	$ 261	
SC1		New York Chair	Black, Maple	$ 145	
SC9		Panton Chair	White	$ 149	
SC10		Razor Armless Chair	White	$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 109	
CH002		Wendy Chair	Clear Acrylic	$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	$ 279	
XC1		Luxor High Back	Black Leather	$ 302	
XC2		Luxor Mid Back	Black Leather	$ 284	
XC4		Altura High Back	Black Crepe	$ 278	
XC5		Altura Mid Back	Black Crepe	$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	$ 229	
SY1		Altura Steno Chair	Black Crepe	$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	$ 199	
BS001		Shark Barstool	White, Chrome	$ 239	
BS002		Zoey Barstool	White, Chrome	$ 219	
BS003		Zoey Barstool	Black, Chrome	$ 219	
BSC		Oslo Barstool	White	$ 197	
BSD		Oslo Barstool	Blue	$ 197	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BSN		Jetson Barstool	Black	$ 200	
BSS		Banana Barstool	Black, Chrome	$ 187	
BST		Banana Barstool	White, Chrome	$ 187	
ROLLBL		Lift Barstool	Black Vinyl	$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	$ 159	
ROLLRD		Lift Barstool	Red Vinyl	$ 159	
ROLLWH		Lift Barstool	White Vinyl	$ 159	
RSTSTL		Rustique Barstool	Gunmetal	$ 99	

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SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 309	
BNO75		Bench Ottoman	White Vinyl	$ 309	
CCB		Circle Ottoman	Black Leather	$ 479	
CCW		Circle Ottoman	White Leather	$ 479	
CCZ		Circle Ottoman	Black/White Leather	$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END02B		Endless Square Ottoman	Black	$ 269	
END02W		Endless Square Ottoman	White	$ 269	
OSC		Milano Cube Ottoman	White Leather	$ 95	
OTH		Milano Cube Ottoman	Black Leather	$ 95	
OTK		Half Round Ottoman	Black Leather	$ 290	
OTL		Half Round Ottoman	White Leather	$ 290	
PUZ2SW		Puzzle Bench Ottoman	White	$ 232	
SAL		Sally Stool/Ottoman	White	$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 209	
C1F		Geo Cocktail Table	Glass, Black	$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	$ 109	
CDYTB		Candy Table	Black Top	$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	$ 149	
E1C		Geo End Table	Glass, Chrome	$ 185	
E1D		Soho End Table	Espresso, Metal	$ 269	
E1E		Silverado End Table	Glass, Chrome	$ 199	
E1F		Geo End Table	Glass, Black	$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	$ 219	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
EOLI		Oliver End Table	Walnut Finish	$ 160	
ETBL		E Table	Wood	$ 134	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
TMBTBL		Timber Table	Wood	$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	$ 419	
CB1		42" Round Table	Graphite Nebula	$ 289	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CB3		8' Conference Table	Graphite Nebula	$ 419	
CC5		42" Round Table	Mahogany	$ 289	
CC6		6' Table	Mahogany	$ 355	
CC7		8' Table	Mahogany	$ 419	
CC8		10' Table	Mahogany	$ 629	
CD2		6' Conference Table	Gray Nebula	$ 355	
CD3		8' Conference Table	Gray Nebula	$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	$ 239	
CF2		Geo Table, Rectangle	Glass, Black	$ 339	
CG1		Manhattan Table	Glass, Black	$ 249	
CONF42		42" Round Table	White Laminate	$ 289	
CT06GR		6' Table	Granite	$ 355	
CT10GR		10' Table	Granite	$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 259	
WD3		Work Table	White Laminate, White	$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	$ 499	
G30BWS		G30 Bar Table	White Top	$ 499	
G30CMS		G30 Cocktail Table	Maple Top	$ 279	
G30CWS		G30 Cocktail Table	White Top	$ 279	
G30DMS		G30 Café Table	Maple Top	$ 399	
G30DWS		G30 Café Table	White Top	$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	$ 499	
G30BWW		G30 Bar Table	White Top	$ 499	
G30CMW		G30 Cocktail Table	Maple Top	$ 279	
G30CWW		G30 Cocktail Table	White Top	$ 279	
G30DMW		G30 Cafe Table	Maple Top	$ 399	
G30DWW		G30 Cafe Table	White Top	$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	$ 217	
VTB		30" Round Bar Table	Brushed Red Top	$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	$ 185	
VTG		30" Round Bar Table	Silver Textured Top	$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 185	
VTK		30" Round Bar Table	Maple Top	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 199	
VTP		36" Round Bar Table	Maple Top	$ 199	
VTW		36" Round Bar Table	White Laminate Top	$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	$ 285	
WTB		30" Round Bar Table	Brushed Red Top	$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	$ 285	
WTK		30" Round Bar Table	Maple Top	$ 285	
WTS		30" Round Bar Table	Silver Textured Top	$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	$ 299	
WTP		36" Round Bar Table	Maple Top	$ 299	
WTW		36" Round Bar Table	White Laminate Top	$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	$ 208	
ZTB		30" Round Café Table	Brushed Red Top	$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	$ 169	
ZTG		30" Round Café Table	Silver Textured Top	$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 169	
ZTK		30" Round Café Table	Maple Top	$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 184	
ZTP		36" Round Café Table	Maple Top	$ 184	
ZTQ		36" Round Café Table	White Laminate Top	$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	$ 269	
XTB		30" Round Café Table	Brushed Red Top	$ 269	
XTC		30" Round Café Table	Brushed Blue Top	$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	$ 269	
XTK		30" Round Café Table	Maple Top	$ 269	
XTS		30" Round Café Table	Silver Textured Top	$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	$ 285	
XTP		36" Round Café Table	Maple Top	$ 285	
XTR		36" Round Café Table	White Laminate Top	$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	$ 289	
BC7		Bookcase	Granite	$ 259	
ET1		Etagere	Pewter, Metal/Glass	$ 259	
ET2		Etagere	Black, Metal/Glass	$ 259	
PDL		Locking Pedestal	Black	$ 359	
PMB36		Plastic Pedestal, 36"	Black	$ 299	
PMB42		Plastic Pedestal, 42"	Black	$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	$ 419	
JD7		Executive Desk	Granite	$ 409	
CR6		Credenza	Mahogany	$ 419	
CR7		Credenza	Granite	$ 399	
L26		Lateral File	Mahogany	$ 329	
L27		Lateral File	Granite	$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	$ 209	
TBSTND		Mobile Tablet Stand	Black	$ 209	
TBBCHR		Brochure Holder	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	$ 108	
LA15		Mason Floor Lamp	Brushed Silver	$ 165	

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PASADENA CONVENTION CENTER

TELEPHONE SERVICE ORDER FORM

PLEASE TYPE OR PRINT ALL ENTRIES. THIS FORM MUST BE FILLED OUT COMPLETELY. *(SEE TERMS AND CONDITIONS BELOW)*

IMPORTANT: **In order to ensure having service on the date desired, this application and payment must be received 10 days prior to the requested service date. If your order is received any time after 10 days before the start of the event or if payment is not included, we will make best efforts, but cannot guarantee installation prior to the opening of the event.**

MAIL / FAX TO:
Finance Dept/The Pasadena Convention Center
300 E. Green Street, Pasadena, CA 91101
Tel: (626) 793–2122 Fax: (626) 844–1426

CONTACT / EVENT INFORMATION

EVENT NAME:		EVENT DATES:	
COMPANY NAME:		BOOTH #:	
ADDRESS:		TELEPHONE#:	
CITY, STATE, ZIP:		FAX #:	
CONTACT:		EMAIL:	
SIGNATURE:		Date	

TELEPHONE SERVICE (please indicate the service and number of lines required)

	QUANTITY	TYPE OF LINE	PRICE (Ea)	TOTAL
Line Service		Telephone/Fax Line (analog) + Usage Charges**	$239.80 (includes tax)	$
		Credit Card Line (analog) + Usage Charges**	$185.30 (includes tax)	$
				$
		International Dialing Capabilities per Line	$25.00	$
Set Rental		Telephone Instrument – Single Line	$26.00	$
		Conference Style Speaker Phone	$50.00	$
				$
			***On Site Order Fee $50.00:	$
			Sub-Total:	$
			Total Due:	$

ALL LINES ARE DIAL 9
Please program credit card machines accordingly

SHOW GENERAL LOCATION OF JACK(S) IN BOOTH BELOW

Booth

Front of Booth / Aisle

******Additional Charges**

Lost / Damaged Telephone Cable	$15ea
Lost/Damaged Instrument	$75ea
Line Moves After Installation	$75ea
Cancellation Fee after installation	$90

**PLEASE NOTE THAT ALL TELEPHONE LINES ARE DIAL 9 LINES.

* * ORDERS RECEIVED ON-SITE DURING EVENT SET-UPOR EVENT WILL BE ASSESSED A $50 SERVICE CHARGE.

****** ADDITIONAL CHARGES WILL BE ASSESSED AT THE DISCRETION OF THE TELECOMMUNICATIONS DEPARTMENT**

METHOD OF PAYMENT

CHECK	IMPORTANT: Please make checks payable to Pasadena Convention Center with return of this order. Orders received within 10 days of event must be accompanied by a cashier's check.	Check # Amount $	
CREDIT	Please bill my credit card as indicated for all services ordered. I understand that all charges including deposits will be billed upon receipt of order. I authorize any additional charges above my deposit to be billed at the close of the event. ☐ Master Card ☐ Visa ☐ AMEX	Credit Card# Exp. Date Security Code	
	AUTHORIZED SIGNATURE:		Date:

TERMS AND CONDITIONS

1. Credit will not be given for lines and telephones installed and not used.
2. The exhibitor is responsible for the telephone(s) and cord(s).
3. Exhibitor equipment must comply with all FCC Regulations. The Telecommunications Department will not ensure that exhibitor-provided equipment will be compatible with the telephone system.
4. Telephone line / jack moves after installation will be billed at $75 per move.
5. Local and long distance calls will be tabulated on site at prevailing rates.
6. User is responsible for full replacement cost of unreturned or damaged equipment.

A refund check or invoice will be mailed within thirty (30) days. Credit Card charges, if applicable, will appear on your statement. A detailed report of call usage is available upon request.

We recommend that you contact the Telecommunications Department prior to the Event for a configuration evaluation if you plan to use Digital lines, Multi-Button Sets, or have other enhanced service requirements.

Telecom Dept Use Only			
	EXTENSION ISSUED:		
	INSTRUMENTS ISSUED:		Equipment Returned: Y N
	CABLES ISSUED:	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	No. of Cables Returned:

Finance Dept Use Only:

tel svc order form 03-2-15

Date Order Rec'd _____ Amount Recv'd _____ Ext(s) Assigned: _____

PASADENA CONVENTION CENTER

PSAV

Exhibitor AV/Internet Order Form 2015

PASADENA CONVENTION CENTER

Fax: 855-792-1428 Questions? Call: 626-395-0245 or email: swargo@psav.com

CUSTOMER INFORMATION

Event Name		Event Dates	Booth Number
Company		On-site Contact	
Address		On-site Cell	
City	State & Zip	**Onsite Deliver/Setup:** (someone MUST be present for delivery)	
Ordered By	Fax	Delivery Date:	
Phone	Email	*Time frame (circle one): **8am-10am 10am-12noon 1pm-3pm 3pm-5pm**	

ALL PRICING IS PER DAY	Please Circle One	Qty	Daily Rate	No. of Days	Total
LCD Monitors (Includes Speakers)					
32" Flat Panel Video and Data Monitor (16:9)	**Floor Stand Tabletop**		$ 235.00		
40" Flat Panel Video and Data Monitor (16:9)	**Floor Stand Tabletop**		$ 360.00		
50" Flat Panel Video and Data Monitor (16:9)	**Floor Stand Tabletop**		$ 470.00		
Computer ONLY Monitors (Speakers NOT included)					
19" LCD Flat Panel Computer Monitor (4:3)	**Table Top**		$ 130.00		
MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to provide your own.					
PC Computers, Accessories & Printers					
Desktop Computer (17" LCD Monitor, wired Mouse and wired Keyboard included			$ 295.00		
Laptop - Windows			$ 225.00		
Keyboard and Mouse - Wired			$ 24.00		
HP LaserJet Black & White Printer (25 PPM, Mac, PC, Network)			$ 170.00		
LCD Projectors					
LCD Desktop Projector (3200 lumens)			$ 425.00		
LCD Support Pacakage with 6ft Screen, Plastic Rolling Cart, AC Power Cable, Power Strip, VGA cable			$ 170.00		
Audio					
Wired Microphone			$ 60.00		
UHF Wireless Microphone **(Please Circle One)**	**Handheld Lavaliere**		$ 170.00		
UHF Wireless Microphone	**Headset**		$ 230.00		
Individual Self Powered Speaker with stand			$ 100.00		
Small Exhibit Sound System with (1) wired microphone and (2) speakers			$ 265.00		
Large Exhibit Sound System with (1) wired microphone, (2) speakers, iPOD connection, and 4 channel mixer			$ 375.00		
Custom Exhibit Sound Package			***Please Call for Quote***		
Miscellaneous					
42" Rolling Cart w/ Black Skirt			$ 30.00		
DVD Player (US compatible, Region 1/NTSC)			$ 80.00		
Small Boom Box/iPOD connection			$ 65.00		
High Speed Internet - Prices are per device (non-taxable)					
Premium Wireless Internet (dedicated 768k)			$ 25.00		
Premium Wired Internet (dedicated 1mb) *One time port activation and initial device fee*			$ 340.00		
Premium Wired Additional Connections			$ 115.00		

	Equipment Sub-Total	
IMPORTANT: *PSAV Cancellation Policy*	**Sales Tax**	**9.00%**
Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those	**On-site Order Fee**	**$25**
received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.	**Total**	

PSAV reserves the right to modify this form at any time.

CREDIT CARD INFORMATION

Name on Card	Company
Card Number	Billing Address
Expiration Date	City/State/Zip
Security Code	Phone Number
Card Holder Signature	Date

E ☐ M ☐

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/29/15

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (626) 844-0785 Fax: (626) 628-0303
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**HENACC Conference 2015**		
FACILITY:	**Pasadena Center**		
DATES:	**October 17-18, 2015**	EVENT #:	**105069LA**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314LA

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			84.00	125.00	
1000 WATTS (10 AMPS)			149.00	224.00	
1500 WATTS (15 AMPS)			175.00	263.00	
2000 WATTS (20 AMPS)			202.00	303.00	
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT		247.00	372.00	
8' POLE LIGHT WITH 1 FIXTURE		115.00	174.00	
8' POLE LIGHT WITH 2 FIXTURES		153.00	230.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		79.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		158.00	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

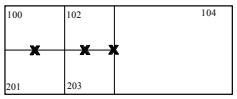
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

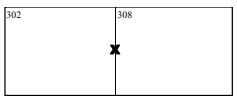
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

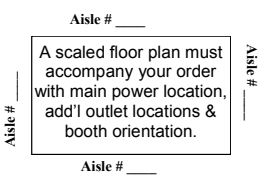
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



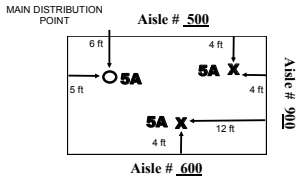
(IN-LINE BTHS) (PENINSULA)



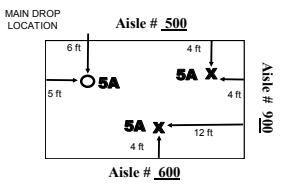
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/29/15

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (626) 844-0785 Fax: (626) 628-0303
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**HENACC Conference 2015**		
FACILITY:	**Pasadena Center**		
DATES:	**October 17-18, 2015**	EVENT #:	**105069LA**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

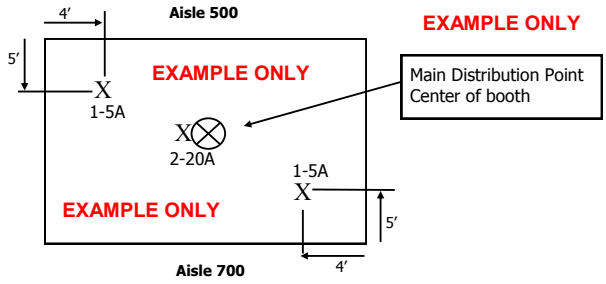
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Connection of all 208V or higher services
3. Hardwiring of any electrical apparatus
4. Overhead power distribution
5. Wiring of overhead signs
6. Assembly & Installation of lighting hung from truss or ceiling
7. Installation of lighting requiring tools for installation

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
   - A. Floor plans must include exact outlet locations with dimensions or be to scale.
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   The Following Illustration is an Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/29/15

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ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	104.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays	
Overtime	208.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays	

LIFT RATES

Lift	227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION
ON THE METHOD OF PAYMENT FORM
Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/29/15

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (626) 844-0785 Fax: (626) 628-0303
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COMPANY:		**BTH #**	
EVENT:	**HENACC Conference 2015**		
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DATES:	**October 17-18, 2015**	EVENT #:	**105069LA**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 09/29/15

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (626) 844-0785 Fax: (626) 628-0303
anaheim@edlen.com

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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____